



# Safe Access Solutions Employee Handbook

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## Introduction & Purpose

### Firstly - Welcome to Safe Access Solutions.

Like any business enterprise, Safe Access Solutions operates under simple, clear and well-defined policies and procedures. The purpose of which, is not only to ensure regulatory compliance, but also to detail the responsibilities and expected behaviours and attitudes of employees.

Safe Access Solutions prides itself on being a good corporate citizen and a fair employer. It is our intent to treat all employees and everyone associated with our business, with dignity and respect. As a business, we want our employees to be passionate about their work, our clients and feel satisfied that they have made a strong contribution with the aim of supporting the company with its goals and objectives.

Safe Access Solutions adheres to the prescribed conditions of employment as mandated by the Fair Work Commission and Ombudsman as set down by the Australian Federal Government. These provisions are detailed in this document for the benefit of all employees.

## SAS History.....the story so far

Safe Access Solutions Pty. Ltd. was formed in early 2008 and acquired the business of Miniskaff, trading as Adform Products Pty. Ltd. in May 2008. The business was first established in 1992.

The business commenced as a small and humble operation in Adelaide originally set-up to manufacture and market the **Miniskaff** domestic safety platform, primarily to home owners. The **Miniskaff** at the time was a product that had developed a niche with no real competitors and to this day remains as the only product of its type that addresses domestic safety issues associated with eliminating the use and risks of ladders.

The appeal of the **Miniskaff** is primarily due to its unique "patented" design, which uses a "Bell Swage" and small modular frames that interlock like "Lego" pieces and eliminate the need for traditional scaffolding as an alternative to ladders. This coupled with its portability, lightweight design (using tubular "galvabond" steel), easy storage & assembly and no requirement for a licensed or qualified scaffolder (up to a legal height of 4 metres) provided plenty of appeal to the domestic marketplace.

With the success of the **Miniskaff**, a new range of products using the same patented technology was developed for the Industrial sector and was called the **Maxiskaff**. This product was developed using a higher grade and different gauge steel and underwent rigorous engineering and compliance tests to ensure it met with AS/NZS 1576 & AS 1657. Furthermore, the **Maxiskaff** underwent and gained certification for these designs as Registered Plant pursuant to the 1995 NOHS for Plant.

The business continued to grow and in Adelaide developed strong brand recognition on the back of more consistent marketing campaigns. Further "niche" products have been developed which include the **Maestro** Staging System. This product addresses age old problems of logistics, storage and labour associated with traditional products in this market segment. Using the patented "Bell Swage" the ease with which the **Maestro** system can be transported, stored and assembled is far superior to any other product available in the marketplace. It is regularly sold to schools, clubs & pubs, local government and sporting bodies.



One of the critical aspects of any business is the capability of its people and the ability to respond and identify the changing needs of the market, as well as the ability to think outside of the square to provide solutions others cannot or struggle to comprehend. We call this area of our business **Maxi-Custom**. This area of the business is important and undergoing strong growth and focus, enabling further diversity and opportunities for the business and our staff to expand horizons.

## Our Company Values

- The **foundation** of our business is built on **TRUST**. We trust our people, we trust our instincts and we trust the choices and decisions we make.
- Each day and at every opportunity, we take the time to laugh, have **FUN** and enjoy each others' company and celebrate our success.
- We value and **RESPECT** everyone by listening, being open-minded and appreciative of individual differences.
- We encourage **INNOVATION** by creating an environment where all ideas can be discussed openly and investigated as to their merits, by consensus. Creative vision, foresight, adaptation and commercialization is rewarded and recognized.
- We are **passionate** about our products, our customers and our staff who all possess the desire to contribute to the business and ensure its success. We encourage and foster **PRIDE** in our business.
- Each and every day we face challenging situations and as a business we empower our people to have the **COURAGE** to make a decision, taking into account the needs of the business and our clients, knowing they are supported in whatever decision is made.

## Human Resources Information

1. **Please Find Enclosed the National Employment Standards Information Statement and Fact Sheets for your personal reference.**
2. **A copy of the Manufacturing and Associated Industries and Occupations Award 2010 – current version June 2013 is available and accessible to all manufacturing staff next to the Employee Time Clock for Attendance.**
3. **As Safe Access Solutions is a Small Employer (i.e. less than 10 employees – it should be noted that the business is legally not required to pay Redundancies – in the event the business needs to restructure).**

## Performance Management

All manufacturing employees will be required to complete production documentation as required, for the purposes of not only measuring and monitoring daily output; but also for the quality control and traceability.

All manufacturing employees will be required to attend daily production meetings and other company meetings and/or training sessions as determined and participate accordingly, including



## **Annual Leave Entitlements**

**Full-time employees shall be entitled to 20 days annual leave per year.**

Annual leave does not have to be taken during any specific time of year; however as the employer, Safe Access Solutions can direct employees to take Annual Leave on the basis too much is accrued i.e. in excess of 2 weeks or for a scheduled plant shutdown as determined by the business.

All leave must be approved preferably four weeks in advance by your direct functional manager and Annual Leave MUST be taken in Weekly Blocks, unless otherwise approved at the discretion of management.

**Manufacturing employees only, will receive an Annual Leave Loading of 17.5% applied to their ordinary time earnings for Annual Leave only.**

If an employee is hospitalised during annual leave, he or she may convert annual leave to personal leave according to his or her personal leave entitlement – on the basis that medical certification is provided from the hospital. If you are sick on Annual Leave and not hospitalised, personal leave may not be used.

In the event of a public holiday falling within a period of annual leave, the public holiday will not count as part of the annual leave.

Upon termination of employment, employees will be paid for unused annual leave. Annual leave must be applied for by completion of a Leave Application Form and approved by your Manager.

**Please refer to the attached National Employment Standards relating to Annual Leave.**

## **Public Holidays**

The scheduling and entitlement to public holidays varies from state to state and as such employees will be entitled to public holidays as gazetted by the appropriate state or territory government.

The following days are public holidays under the National Employment Standard (NES):

- 1 January (New Year's Day)
- 26 January (Australia Day)
- Good Friday
- Easter Monday
- 25 April (Anzac Day)
- Queen's birthday holiday (the day on which it is celebrated in a State or Territory or a region of a State or Territory)
- 25 December (Christmas Day)
- 26 December (Boxing Day)
- Any other day or part-day declared or prescribed by or under a law of a State or Territory to be observed generally within the State or Territory (or a region of the State or Territory) as a public holiday

Days fixed as public holidays may change in the following circumstances:

- Public Holidays Act may fix another day in lieu when a public holiday is due on the weekend
- Governor may proclaim a day in substitute for another, or an additional day.

## **Personal/Carer's Leave**

Employees are entitled to Personal Leave as follows:

- Paid personal/carers leave = 10 days each year
- Unpaid carer's leave = 2 days per occasion (for casual employees or if paid leave has been used)

**All Personal Leave must be accompanied by a medical Certificate in accordance with the National Employment Standards (see attached).** Failure to provide a medical certificate will result in the time off being treated as unpaid leave.

Employees will be subject to disciplinary action for failing to meet their legal obligations and providing medical evidence.

A personal/carers leave form must be completed for all personal/carers leave absences.

## **Bereavement / Compassionate Leave**

A permanent employee is entitled to 2 days per occasion paid compassionate leave in respect of the death of the employee's spouse (or de facto), father, mother, brother, sister, child, step-child or parent-in-law or grandparents. Casual employees are entitled to two days per occasion of unpaid compassionate leave in respect of the death of the employee's spouse (or de facto), father, mother, brother, sister, child, step-child or parent-in-law or grandparents.

This leave must be applied for by completion of a paid Leave Application Form. This leave entitlement does NOT accrue.

## **Community Service Activities**

Employees, including casual employees, are entitled to take leave to carry out certain community service activities such as:

- Jury service (including attendance for jury selection)
- A 'voluntary emergency management activity'

**Community service leave is unpaid except for jury service.** While an employee is on jury service, he or she will be paid an amount equal to the difference between his or her normal pay and any amount paid for attending jury service.

This leave must be applied for by completion of a Leave Application Form.

## **Parental Leave**

Full-time and part-time employees can take 12 months of unpaid parental leave to be the **"primary carer"** of a new born or newly adopted child, if they have worked for Safe Access Solutions continuously for 12 months.

Casual employees are also entitled to take 12 months parental leave if they have been employed with an employer on a regular and systematic basis for at least 12 months.

Before commencing Parental leave expected to exceed four weeks, the employee is required to indicate in writing his or her intention of returning to work at the end of the period of leave. This leave must be applied for by completion of a Leave Application Form.

## **Paid Parental Leave**

The Australian Government Paid Parental Leave scheme is a new entitlement for working parents of children born or adopted on or after 1 January 2011.

The scheme provides government-funded Parental Leave Pay at the National Minimum Wage for a maximum period of 18 weeks, and can be received before, after, or at the same time as existing entitlements such as annual leave, long service leave, and employer-funded paid parental leave.

## **Return from Parental Leave**

After taking parental leave employees are entitled to come back to the position they were in immediately before going on leave. If that position no longer exists at the business, the employer must offer the employee a suitable available position for which the employee is qualified, which is nearest in pay and status to their original position.

Employees can also request flexible working arrangements. This could include returning to work on a part-time basis or with different starting and finishing times. Such requests need to be made to the employer in writing.

The employer is required to respond in writing within 21 days of receiving such a request, and can only refuse the request on reasonable business grounds.

## **Long Service Leave**

Long Service Leave provisions are as follows:

SA: 13 weeks @ 10 years. 1.3 weeks for each year thereafter.

Leave must be applied for by completion of a paid Leave Application Form. Long service leave is paid out pro-rata on resignation after 10 years continuous employment in South Australia.

Long service leave must be taken in one continuous block or at the discretion of management in smaller parcels. The company can provide 60 days notice to employees who have long service leave that will require them to take all of their entitled Long Service Leave and employees must also provide 60 days notice of their intention to take accrued long service leave.

Failure to provide 60 days notice will not guarantee long service leave being approved and as such holiday arrangements should not be made until such time leave approval has been obtained.

## **Absenteeism and Attendance**

All employees are required to notify their supervisor/manager of any intention to take leave in advance of that leave. Generally four (4) week's notice is required, where possible, in relation to



Annual Leave. In the case of long service leave or maternity/paternity leave involving leave periods in excess of four weeks, at least 60 day's notice is required. This requirement may be waived where an employee can demonstrate extenuating circumstances.

For personal leave, employees are required to contact management within 1 hour of commencement of each shift, ideally prior to starting time, for every absence to inform the business of the reason for your absence. Failure to notify the business of your absence may result in your employment being terminated, unless you can provide medical evidence to substantiate your extenuating circumstances. An absence of 3 days or more without any contact will be interpreted as "Abandonment of Employment" and result in the offending employee having their employment with the business terminated.

## Expenses

Reasonable expenses incurred in the course of carrying out your duties are able to be reimbursed, and where you are authorised to incur expenses will be advised of the nature and limits of their authorisation by their manager.

Unless extenuating circumstances can be demonstrated, no expense claim will be paid unless accompanied by a receipt. The following are examples of expenses that we will generally cover:

- Travel (except to and from place of regular work).
- Accommodation while on business travels.
- Meals while staying overnight on authorised business travel.
- Approved education/training expenses.

## Loan of Company Equipment

Items of equipment and supplies that are the property of Safe Access Solutions may be loaned to company employees for their personal use outside the plant. The company according to procedures may make such loans specific to each site. **Authorisation to remove any object on loan must be granted in writing.** Any unauthorised removal of company property will be considered to be theft and will result in termination of employment.

## Training & Development

Safe Access Solutions is committed to provide employees all training necessary to enable them to perform their work effectively. This includes orientation of new employees, training for present employees and retraining for employees whose responsibilities or duties change through advancement or organisational restructuring.

## General Guidelines for Orientation and Training

An induction and orientation will be conducted for all newly hired employees. The primary purpose of this program is to familiarise employees with company rules and policies. Management may determine additional subjects and the scheduling of the programs.

In some cases, employees may be required to participate in and satisfactorily complete continuing education and training programs when such instruction is considered necessary for satisfactory job performance.



Generally, it will be the responsibility of either Management or senior manufacturing staff to perform on-the-job training necessary to teach knowledge of new methods, equipment, techniques and duties beyond what is normally expected of the employee. Non-supervisory employees may potentially be designated as on-the-job trainers. Such training will be conducted during normal working hours unless otherwise approved by the Management as appropriate.

Training Attendance Records and program details will be maintained by Management in the skills register.

## **Employee Assistance Program**

The Employee Assistance Program is a group of strategies to encourage employees to seek professional and confidential counselling for all personal problems significantly affecting their work performance. Early referral by the employee (self-referral) or by his/her manager/supervisor is encouraged.

Safe Access Solutions' Management will co-ordinate the program. The role of Management is to carry out an assessment of the employee's needs and to work with the employee to develop strategies for dealing with the issues they are facing.

If referring an employee to counselling, Management will take into account, the scope of the problem, resources available within the company, resources available in the community, employee's commitment to the program and previous history.

The company will make reasonable financial resources available for external assistance, if required, depending upon the circumstances.

- No penalties of any sort will apply to an employee seeking assistance.
- Participation in the program is however entirely voluntary.
- All details relating to counselling and treatment are treated with strict confidentiality.

Employees requiring treatment for personal problems may use accrued leave entitlements, where such entitlements exist and every effort will be made to accommodate the employee to take leave without pay if no other entitlements exist. This is at the discretion of Management.

Type of areas covered by the program includes:

***Relationship problems***

***Alcoholism and drug addiction***

***Depression***

***Gambling Problems***

***Bereavement***

***Anxiety***

These may be affecting the employee personally or members of his/her immediate family. The objective is to restore the employee's health and work performance to satisfactory levels.

## Occupational Health & Safety Philosophy

**The safety of all employees is of primary importance to Safe Access Solutions  
To this end:**

NOTHING WE DO IS SO IMPORTANT THAT IT CANNOT BE DONE SAFELY, WHILE MAINTAINING QUALITY AND MEETING OUR RESPONSIBILITIES TO PROTECT THE ENVIRONMENT.

Our company is fully committed to providing a work environment that is safe and without risk to the health and well being of all employees, visitors and contractors. Our attention to quality, costs and productivity are exceeded only by our concern for safety.

Safe Access Solutions will establish procedures to manage safety on an ongoing basis, in accordance with our safety philosophy, summarised below.

- **All** injuries can be prevented. It is possible to safeguard all operating risks and to correct unsafe practices.
- It is necessary to train all employees to work safely.
- It is good business to prevent injuries both on and off the job. In addition to personal well being, injuries are costly and reduce productivity.
- Employees are also expected to work safely in order to prevent injury to other people and facilities with which they work.
- Management, which includes all supervisory positions, is accountable for preventing workplace incidents.
- "Safety is everyone's responsibility at Safe Access Solutions."

## Emergency Procedures

### Purpose

To ensure an emergency control structure is in place, which includes directions that aim to prevent injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to offices and equipment at Safe Access Solutions.

### Key Principles

- The safety of personnel is foremost
- All risks will be continually monitored in order to minimise the potential of an emergency
- Emergency plans have been formulated and have been reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans are simple and effective
- A central control will always be available
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures

Procedures take into account the existing emergency systems of each building such as fire protection equipment, communication systems, emergency lighting, exit doors and stairwells. They also take into account staffing levels during normal working hours as well as after hour's activities and contacts.

Specific plans have been established for potential emergencies created within the site and those caused by external sources. Please refer to the OH&S Manual and Posted Procedures.

Internal Emergencies covered by these procedures are:

- Fire
- Explosion
- Bomb Threat/suspect package
- Medical emergency
- Hazardous material spill/toxic emissions
- Security breach/civil disturbance
- Motor vehicle accident
- Other hazards specific to the organization

Safe Access Solutions Fire Warden for the manufacturing facility at Thebarton:

**Scott McArdle – Operations Manager**

## **Security**

Maintaining the security of our people and assets is critical. Procedures relating to security must be observed at all times. Report all incidents that can affect office security, examples include:

- Criminal acts on company property, including gambling, possession or use of narcotics, alcohol and money lending at unreasonable rates of interest.
- Bomb threats via telephone, mail, etc., or actual bomb incidents.
- Theft or misappropriation of company assets.
- Loss, theft, or suspected theft of proprietary information. Also, any inadvertent or unauthorised disclosure of proprietary data.
- Damage to company property or an employee's personal property while on company premises involving actual or suspected mischief, vandalism, or criminal negligence.
- Attempts by persons to misrepresent themselves as employees or agents.
- Actual or suspected espionage or subversive activity.
- Any illegal action proposed by a purchasing agent, contractor representative, or employees thereof.

When entering or leaving the office during normal business hours – you can enter or leave the facilities through all doors, to which you have been provided access.

As a condition of employment, all employees may be asked to submit to a personal check by authorised personnel. This may include, but is not limited to, an examination of briefcases, lunchboxes or bags, pocketbooks, motor vehicles, boxes, and any other such containers. This check may be conducted at any time or place while the employee concerned is on company premises.

## **Use of Technology**

### **Use of Email**

Email facilities are provided to conduct company business. Email is a tool that supports speedy communication between individuals or a number of people. Care must be taken to prevent the downloading of viruses from incoming email. When in doubt, the advice of the Management must be sought. Safe Access Solutions has in place a firewall to screen all email and sophisticated virus detection software that is regularly updated.

### **Private Use**

Safe Access Solutions recognises that some non-business email communications will occur. The company does not desire to prohibit this, but requests that such email be limited in number so that the privilege is not abused. Furthermore, such emails should be deleted as soon as practical to minimise the impact on server memory. We would like to suggest use of email is conducted in your own time not in prime time work hours.

### **Legal Status**

Email has the same legal status as a letter or a memo. It is a means of formal communication. Therefore, care should be taken at all times when composing and sending email. Please refer to the company guidelines of email etiquette detailed at the end of this policy.

Messages that could be construed as obscene, racist, discriminatory, harassing or disseminate are expressly prohibited. Unlawful use of email by any employee will result in disciplinary action.

### **Privacy**

Backup copies of all email messages are kept on the company computer system. Since the company is potentially liable for any misuse of its email facilities, management reserves the right to inspect email messages at their discretion.

### **Unattended Computers**

Unattended computers that are logged on to the company network could potentially be used by unauthorised personnel or even non-employees. To protect confidential information and minimise the risk of unauthorised access, all company computers are programmed with screen savers. It is the responsibility of each employee to set their screen saver so that, if the computer is left idle for ten minutes or more, neither hard disk nor company network can be accessed without the use of a password. If you are unaware of how to set this facility up, please contact the IT Department.

### **Use of the Internet**

The Internet is an important business tool. All employees who access the Internet via company provided Internet facilities must do so primarily for the purposes of legitimate Safe Access Solutions business. Using the Internet for a personal interest is allowed; however, this should NOT impact on work performance or contravene any company policies.



World Wide Web sites that Safe Access Solutions personnel are prohibited from accessing from the company network include, but are not limited to:

- Adult or sexually orientated sites
- Hate groups
- Useless or frivolous sites
- Entertainment or game sites

## **Computer Security**

Unless specifically authorised by the Management, no employee is authorised to:

- Copy or install software onto any part of the organisation's computer system;
- Make a copy of software from the organisation's computer system or use it to transfer copies to another computer system or data storage system;
- Take from the premises or transfer electronically any data existing on the organisation's computer system.

Safe Access Solutions will not tolerate the illegal use of computer software and employees knowingly installing, copying or using illegal software on the organisation's computer system will be subject to disciplinary action.

## **Personal Mobile Phones and Personal Communication Devices**

The use of personal mobile phones and communication devices is prohibited within the manufacturing area AT ALL TIMES. (PCD's include: phones, iPods, tablets, two way radios and wireless devices etc.)

Personal mobile phones and/or communication devices may be kept in the employee's vehicle during business hours. The employee may use their mobile phone, or electronic device during the scheduled work breaks only.

The location where personal mobile phones and communication devices can be used during scheduled breaks, is restricted to the lunch room, or the employee's vehicle only. AT NO TIME are personal mobile phones and/or communication devices to be taken into the manufacturing area.

Employees observed, or reported using personal mobile phones and/or communication devices in breach of this company policy will be subject to disciplinary action.

## **Smoking Policy**

The health implications of passive smoking have been well documented and are considered by Safe Access Solutions.

To protect the health of our non smoking employees, whilst considering the needs of employees who smoke, a designated external smoking area has been provided outside of the Warehouse.

**Smoking is not permitted anywhere other than the designated smoking area.**

It is the responsibility of smokers to keep the designated area clean and tidy. There are to be no cigarette butts on the ground under any circumstances.

**Smoking is restricted to the scheduled work breaks only. Pre and post work hours are unrestricted.**

Smoking on any site (outside the designated areas and the stipulated times during working hours) is considered to be serious and wilful misconduct. Any employee failing to comply with the above policy will be subject to disciplinary action.

## Statements to the Media

No employee of Safe Access Solutions is permitted to speak to any media organisation regarding Safe Access Solutions without the written permission of the Management.

Failure to observe this policy will result in immediate dismissal.

## Discipline Policy and Procedures

It is the policy of Safe Access Solutions to be patient, sympathetic and fair in the administration of discipline. It is the sincere desire of management to help all employees so that we may go forward together in a successful future. However, wilful and inexcusable breaches of company policies and procedures will be dealt with firmly and in accordance with the relevant policies and procedures.

Committing any violation of a company rule or regulation will be sufficient grounds for disciplinary action, ranging from verbal correction to immediate dismissal depending on the seriousness in the judgement of management.

Types of disciplinary action may include:

- |                           |   |                                                    |
|---------------------------|---|----------------------------------------------------|
| * Counselling             | - | Simple Correction                                  |
| * 1 <sup>st</sup> Warning | - | Verbal Correction (Timeframes Apply)               |
| * 2 <sup>nd</sup> Warning | - | Written Correction (Timeframes Apply)              |
| * Final Warning           | - | Written Correction (Timeframes Apply)              |
| * Suspension              |   |                                                    |
| * Dismissal               | - | No Notice Period Eligibility                       |
| * Summary Dismissal       | - | No Notice Period or Long Service Leave Eligibility |

In certain circumstances Safe Access Solutions reserves the right to omit any of the above actions where, in the opinion of Management, the situation warrants very serious action but does not justify summary dismissal. For example, a final warning may be given regardless of whether the employee has been subject to earlier action or not.

## Rules and Regulations

OFFENCE	RANGE OF DISCIPLINARY ACTION
Misrepresentation or omission of facts in obtaining employment	<b>Summary Dismissal</b>
Punching or altering the time card, or ID of another employee or allowing someone else to punch, alter or falsify your time card ID, or time sheet; altering or falsifying a time card, ID or record in any way.	<b>Summary Dismissal</b>
Making or permitting a false or untrue company record; e.g.: relating to production or quality control records, or other company records relating to materials or work.	<b>Suspension to Summary Dismissal</b>
Defacing, damaging, or destroying property of the company or of another employee.	<b>Formal Warning to Summary Dismissal</b>
Interfering with, obstructing, or otherwise hindering the production of or the work performance of another employee.	<b>Verbal Correction to Dismissal</b>
Causing a disturbance by running, yelling, playing practical jokes, horseplay, throwing things or in other ways.	<b>Verbal Correction to Dismissal</b>
Originating or spreading false statements concerning employees or the company.	<b>Verbal Correction to Dismissal</b>
Revealing, disclosing, or making available any confidential or private company information to any person who is not authorised or entitled to receive it, and who does not need to know it; or acting in a reckless, irresponsible, negligent, or wanton way that might lead to or make possible the unauthorised disclosure of classified information.	<b>Formal Warning to Summary Dismissal</b>
Assisting any person to gain unauthorised entrance to or exit from any portion of the company's premises.	<b>Suspension to dismissal</b>
Participating in any way in bookmaking or in organised gambling or in any card, dice or other game of chance for money or other consideration unless otherwise authorised.	<b>Instant Dismissal</b>
Fighting or causing bodily injury to another; all other forms of disorderly conduct.	<b>Summary Dismissal</b>
Immoral or indecent conduct e.g. Bullying,	<b>Summary Dismissal</b>
Leaving work without permission, wasting time, loitering, or sleeping during work hours.	<b>Formal Warning to Summary dismissal.</b>
Careless or inefficient performance of duties including failure to maintain standards of workmanship or productivity.	<b>Formal Warning to Summary Dismissal</b>
Refusal to accept or follow orders or directions from Management or any other form of insubordination.	<b>Instant Dismissal</b>

<b>OFFENCE</b>	<b>RANGE OF DISCIPLINARY ACTION</b>
Reporting to work under the influence of intoxicants or unauthorised drugs; or without appropriate management approval, bringing in, or use of intoxicants or unauthorised drugs.	<b>Summary Dismissal</b>
Selling, soliciting, canvassing, or distributing during work hours on company property without prior approval of Management.	<b>Verbal Correction to Dismissal</b>
Operating or using any piece of equipment or property without being authorised to do so.	<b>Verbal Correction to Dismissal</b>
Repeated tardiness or absence; failure to report for work without satisfactory reason.	<b>Verbal Correction to Dismissal</b>
Theft, pilferage, or unauthorised removal of property of the company or of others.	<b>Summary Dismissal</b>
Smoking in areas where smoking is prohibited.	<b>Verbal Correction to Dismissal</b>
Bringing in, possessing, or using weapons or cameras on company premises without appropriate management approval.	<b>Formal Warning to Summary Dismissal</b>
Intimidating, threatening or coercing another person.	<b>Formal Warning to Summary Dismissal</b>
Criminal, infamous, dishonest, or notoriously disgraceful conduct including bribery and corruption.	<b>Dismissal</b>
Failure to work full days as detailed in employment conditions.	<b>Dismissal</b>
Interacting with a customer in such a manner as to reflect adversely on the company, including bribery.	<b>Dismissal</b>
Giving a false reason for a leave of absence or accepting employment elsewhere during an authorised leave of absence.	<b>Dismissal</b>
Discussing with employees other than your direct functional manager details of your salary and benefits package.	<b>First and Final warning to Instant Dismissal</b>
Giving to, or receiving gifts from; customers, suppliers, or government officials including lobbying, without prior management approval.	<b>Formal Warning to suspension</b>

## Motor Vehicles

Safe Access Solutions provides company vehicles as predominantly a “tool of trade” for employees to carry out and conduct business activities as required.

## Authorised Drivers

The insurance policy for company vehicles provides coverage for authorised employees only and can only be used by employees, with a full and current drivers licence. Any Breach of this Policy will result in Instant and Summary Dismissal.

**Employees under the age of 25 are NOT PERMITTED to drive company motor vehicles in accordance with Company insurance policies. This does not apply to Forklift use on Company premises.**

## Accident Procedures

All damage no matter how trivial must be reported to Management as soon as possible.

1. In the first instance lend all possible assistance to injured persons and make the area safe.
2. Ensure that you follow the emergency/accident reporting procedures required by the relevant state road laws.
3. **Make no admission of liability or offer of settlement.**
4. Contact Management as soon as possible to obtain insurance details and relevant information to process claim.
5. All correspondence received must be forwarded to Management accordingly.

## Fuel

Shell fuel cards are provided for the purchase of fuel. You will be required to always provide an accurate odometer reading for every fuel fill.

## Smoking

Smoking in company vehicles is **STRICTLY FORBIDDEN!**

## Speeding/Parking Fines

It is the responsibility of the employee/driver to pay fines for all traffic and parking infringements incurred when using company vehicles.

**NOTE: All fines are the responsibility of the offending employee to pay.**

## Drink Driving

Disciplinary action will be taken should an employee be charged with a drink driving offence whilst using a company vehicle. Such action may result in the termination of employment and removal of any motor vehicle privileges.

## **APPENDIX 1 – Harassment Policy & Procedures**

This Policy refers to all employees and others with whom we associate at work. Safe Access Solutions places great emphasis on attracting, retaining and motivating the best people and is committed to providing a safe and productive work environment for all employees and others with whom we associate at work.

We consider harassment by, or towards employees, customers, contractors, suppliers or clients an unacceptable form of behaviour that will not be tolerated under any circumstances. Such behaviour by an employee of Safe Access Solutions will lead to disciplinary procedures being initiated.

Harassment is not only unacceptable; it is unlawful pursuant to both Federal and State legislation (Equal Opportunity Act 1995) and Federal legislation (Sex Discrimination Act 1984; Racial Discrimination Act 1975; Disability Act 1992; Human Rights and Equal Opportunity Commission Act 1986).

It is the responsibility of Safe Access Solutions to provide a working environment that is free from harassment and to ensure that all complaints are treated confidentially, seriously and sensitively and that appropriate action is taken whenever harassment has occurred. Disciplinary action, which could result in instant dismissal, will be taken against anyone found to have harassed another employee.

***No employee will be penalised or disadvantaged as a result of raising concerns or complaints relating to harassment.***

### **WHAT IS HARASSMENT?**

Harassment is a type of discrimination and can take many forms. It may involve inappropriate actions or behaviour, both direct and indirect. Comments or physical contact or actions that are objectionable or may cause offence to another are forms of harassment.

Unlawful harassment may relate to any of the characteristics covered by various equal opportunity legislation such as a person's sex, race, marital status, lawful religious belief or activity, political belief or activity, impairment, age, status as a carer, the state of being a parent, childless, de-facto spouse, lawful sexual activity, pregnancy, physical features, industrial activity or personal associations with a person with any of the above attributes or irrelevant criminal conviction.

It is important to note that it is irrelevant at law as to whether or not the appropriate behaviour was intended. It is also important to understand that it is the person being subjected to the behaviour, who determines whether the behaviour is welcome or unwelcome. In Australia, co-workers can be named sole respondents in cases of alleged sexual harassment.

Harassment may be seen to have occurred if the behaviour makes the victim feel:

- Offended or humiliated;
- Intimidated or frightened; and/or
- Uncomfortable at work.

### **WHAT IS SEXUAL HARASSMENT?**

Sexual harassment occurs when a person makes an unwelcome sexual advance or an unwelcome request for sexual favours to another person or engages in any unwelcome conduct of a sexual nature in relation to another person.

Sexual harassment has nothing to do with mutual attraction or private, consenting, friendship whether sexual or otherwise.

Sexual harassment may be seen to have occurred if the behaviour makes the victim feel:

- Offended or humiliated;
- Intimidated or frightened; and/or
- Uncomfortable at work.

#### **EXAMPLES OF HARASSMENT INCLUDE:**

- Persistent, unwelcome or even subtle pressures for sexual favours or outings;
- Leering, patting, pinching, touching or unnecessary familiarity;
- Offensive comments on physical appearance, dress or private life;
- The public display of pornography (especially when it is directed at particular individuals) ranging from material that might be considered mildly erotic through to material that is sexually explicit;
- Using company internet facilities to visit adult or sexually orientated sites;
- Composing or sending email messages that are discriminatory or harassing in nature.

Safe Access Solutions recognises that comments and behaviour that do not offend one person can offend another, Safe Access Solutions accepts that individuals may react differently and expect this right to be generally respected.

#### **WHAT CAN YOU DO IF YOU ARE BEING HARASSED?**

Do not ignore the harassment (ignoring behaviour could be taken as tacit consent). Inform the offender that the behaviour is offensive and unacceptable and against company policy. Seek assistance in having the behaviour stopped. This may include making a formal report or a complaint.

#### **WHO CAN ASSIST YOU IN MAKING A REPORT OR COMPLAINT?**

If you feel that you are unable to resolve the matter yourself, contact your Direct Manager to assist you. In the event that you do not feel comfortable with this approach, then please contact Kirk Devers who has been appointed by the Company as Equal Employment Opportunity and Harassment Contact officer; specifically because we recognise that in some instances discussing the matter with your direct Manager or Supervisor may not appropriate.

#### **WHAT WILL HAPPEN TO THE PERSON AGAINST WHOM YOU HAVE MADE A COMPLAINT?**

Appropriate action, where necessary, will be taken against anyone including employees or independent contractors found to have sexually harassed a co-worker or any other person during the course of their employment.

#### **OUR COMMITMENT**

At Safe Access Solutions we place great emphasis on attracting, retaining and motivating the best people. Consistent with this emphasis, we are committed to providing an environment that is safe and free of harassment, both for our own staff and others with whom we associate at work. Our aim is to create an environment in which individuals have the maximum opportunity to contribute, aspire and achieve.

This Harassment Policy has the full support and commitment of Safe Access Solutions. Please help us to help you by giving your support in monitoring and avoiding practices and traditions that lead to harassment.

#### **RESPONSIBLE COMPANY OFFICER**

Kirk Devers



Managing Director  
Safe Access Solutions Pty Ltd

## **APPENDIX 2 – Equal Employment Opportunity**

This Policy refers to all employees and others with whom we associate at work. It is based on the Australian Federal Government "Equal Opportunity Act" 1995.

At Safe Access Solutions we are committed to ensuring a workplace free of discrimination and harassment. This commitment is based on the need to ensure that our company complies with Equal Opportunity laws.

Safe Access Solutions is committed to providing a comfortable working environment and encourages good working relationships between employees. This will enable us to attract, retain and motivate high calibre personnel.

Safe Access Solutions will endeavour to ensure that in the application of all company policies, practices and procedures, no discrimination takes place and that all employees enjoy equal access to opportunities within the company.

### ***Employment decisions are based on the individual merit of employees.***

Safe Access Solutions will endeavour to ensure that no sexual, racial or other harassment occurs in the workplace. For further information about workplace harassment and its consequences, please refer to the Safe Access Solutions Harassment Policy and Procedures documentation.

### **COMMITMENT**

Safe Access Solutions is committed to achieve the following EEO objectives:

- To ensure that all employees are treated fairly;
- To fully utilise and develop the potential of every employee;
- To keep all policies and procedures consistent with EEO principles;
- To ensure that child, or forced labour is not used by the company, or our supply chain.
- To enhance employee morale and motivation by increasing staff confidence in the fairness of our human resources practices and access to employment opportunities; and
- To achieve the objectives of our EEO program all staff will be trained in EEO and related issues, on a regular basis or as deemed appropriate.

### **WHAT IS EQUAL EMPLOYMENT OPPORTUNITY?**

Equal Employment Opportunity, or EEO, is a positive way of describing the absence of discrimination in the workplace. This means that employment decisions are not made on the basis of irrelevant characteristics, such as a person's sex, race, marital status, lawful religious belief or activity, political belief or activity, impairment, age, status as a carer, the state of being a parent, childless, de-facto spouse, lawful sexual activity, pregnancy, physical features, industrial activity, or personal associations with a person with any of the above attributes or irrelevant criminal conviction.

Basing employment decisions on such characteristics is unfair, bad management and also unlawful under Federal law (Sex Discrimination Act 1984; Racial Discrimination Act 1975; Disability Discrimination Act 1992; Human Rights and Equal Opportunity Act 1985).

In order to ensure EEO, employment decisions are made on the basis of the individual merit of employees. EEO also means the absence of harassment in the workplace. Unlawful harassment can be based on any of the prohibited grounds of discrimination, but is commonly sexual or racial in nature. Harassment is any form of behaviour that is unwelcome, which is based on one of the prohibited grounds, and which offends, humiliates or intimidates someone. Refer to the company Harassment Policy and Procedures documentation for further information.

## **CONSEQUENCES OF DISCRIMINATION AND HARASSMENT**

Employees are expected to comply with company policy and refrain from engaging in any discriminatory or harassing behaviour. Discrimination and harassment will not be tolerated at Safe Access Solutions. Where instances of discrimination or harassment occur, they will be investigated in a confidential manner. If proved, the person responsible will be disciplined. In serious cases, this may involve termination of employment.

Safe Access Solutions has in place a Grievance Handling Policy, which details the action employees, can take if they feel that they have a grievance. This includes grievances of a discriminating or harassing nature. In this case, employees should speak to the company about making a complaint, if they wish to do so. The Grievance Handling Policy also sets out the steps that will be taken to resolve the complaint.

## **RESPONSIBILITY FOR EEO**

The responsibility for implementing EEO at Safe Access Solutions lies with every Manager. However, Kirk Devers, has been appointed the company's Equal Employment Opportunity Officer.

Kirk is responsible for the following:

- Ensuring that the Equal Opportunity Policy is implemented
- Overseeing the content and direction of the company's affirmative action and equal employment opportunity programs.
- Due diligence to ensure that child, or forced labour is not used by the company, or our supply chain.
- Training staff on EEO and related issues
- Keeping the Senior Management group up to date with legislative changes and requirements at all times
- Reporting to the Affirmative Action Agency on the company's affirmative action program
- Investigating the needs of staff in order to assist them in balancing work and family life
- To review current policies and practices in the light of EEO principles.

## **FURTHER INFORMATION ABOUT EEO**

For further information about EEO, workplace harassment or any related issues, please contact Kirk Devers, the Equal Opportunity Officer.

## **RESPONSIBLE COMPANY OFFICER**

Kirk Devers



Managing Director  
Safe Access Solutions Pty Ltd

## APPENDIX 3 – Quality Policy Statement

As an organisation **passionately** committed to providing a quality service, Safe Access Solutions seek to achieve world-class excellence by placing an emphasis on customer satisfaction and in providing genuine, innovative, cost-effective and compliant solutions that deliver improved performance and save money.

Safe Access Solutions is committed to operating a Quality Management Program that provides the company with a competitive advantage in both the domestic and international marketplace. It is the company's view that all products and services provided should consistently satisfy all guiding and binding legislative requirements and the needs of our customers and clients, to ensure the company's reputation as a market leader in supplying world class access and steel fabrication products is achieved and maintained.

Safe Access Solutions aims to achieve this objective through the process of continuous improvement associated with the effective implementation and ongoing maintenance of its Quality Management Program, which is based on the requirements of the International Organisation for Standardisation (ISO) and The Standards Association of Australia i.e. AS/NZS, ISO 9001

To demonstrate the effectiveness of our Quality Management Program to our customers, assessment organisations, and most importantly, to ourselves, it is incumbent on all employees to undertake all tasks according to the highest standards set, to ensure that we "**Get it right the first time, and every time thereafter.**". Our aim is to ensure that everyone cooperates in fulfilling the requirements of our Quality Management Program to ensure that through the process of continuous improvement; our clients, customers, employees and the business flourish.

In fulfilling the objectives of this Policy, Safe Access Solutions is committed to regular consultation and feedback from our clients, customers, contractors and employees through regular communication and evaluation processes as determined appropriate for each group.

### RESPONSIBLE COMPANY OFFICER

Kirk Devers



Managing Director  
Safe Access Solutions Pty Ltd

## **APPENDIX 4 – Statement of Responsible Care**

Safe Access Solutions Pty. Ltd. accepts its duty to exercise responsible care for the health and safety both of employees and others who may be affected by our operations and also for protection of the environment. This duty affects every aspect of the business and its performance has an importance equal to any other activity.

Through the Executive Management Team all members of management have responsibility for the safety and wellbeing of those who work for them and others that may be affected. Managers throughout Safe Access Solutions Pty. Ltd. are required to use their best endeavours to carry out this responsibility. All employees are also expected to do their utmost to protect the health and safety of themselves and others.

In all business decisions consideration will be given to minimising both consumption of resources and the generation of waste.

Safe Access Solutions Pty. Ltd. seeks to carry out these duties by provision of proper plant and facilities and establishment of procedures and safe systems of work. In addition, Safe Access Solutions Pty. Ltd. is committed to providing proper information, training and channels for consultation. Full participation of all our employees and clients is essential and; their involvement via health and safety committees, representatives or other avenues is encouraged.

### **RESPONSIBLE COMPANY OFFICER**

Kirk Devers



Managing Director  
Safe Access Solutions Pty Ltd

## APPENDIX 5 – Work Health & Safety Policy

### COMMITMENT

Safe Access Solutions is fully committed to providing and maintaining a work environment that is safe and without risk to the health and wellbeing of all employees, contractors and visitors. This commitment also extends to ensure that the organisation's operations do not place the community at risk of injury or illness.

### OBJECTIVES

- To provide and maintain safe systems of work in accordance with documented procedures.
- To provide adequate training and supervision.
- To provide and maintain safe plant and equipment.
- To ensure compliance with legislative requirements and current standards.

### RESPONSIBILITIES

**Management**, which includes all levels and supervisory positions, acknowledge they are responsible for ensuring that all employees and contractors perform their tasks in a healthy and safe manner and therefore:

- Is fully committed to establishing measurable objectives and targets to ensure WH&S performance continually improves, with the aim of eliminating work related injuries & illnesses.
- Provide information, instruction, training and supervision to all employees, contractors and visitors to ensure their safety.
- Has overall responsibility for providing a safe work environment.
- Ensure that all WH&S policies and procedures are implemented.
- Review all WH&S Policies and Procedures regularly.
- Will provide support to assist all employees in maintaining and improving their health and wellbeing.
- Must be informed of incidents and accidents occurring on company and client premises, to enable accurate assessments of health and safety performance.
- Actively promote WH&S communication and reporting of WH&S issues as a normal component of work.
- Take immediate and appropriate steps to investigate and rectify any risks to health & safety arising from work activity.

**Employees**; which include all company full-time, part-time and casual employees, contracted employees and on-hire contractors must:

- Comply with WHS Policies and Procedures as agreed between Management and nominated WHS representatives.
- Report incidents, accidents, potential and actual hazards.
- Not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and wellbeing of company and client employees, contractors and visitors.
- Undertake only those tasks, for which they have been trained, authorised and are safe to perform.
- Participate in all WH&S initiatives and training programs as required by the company and/or client.

### CONSULTATION

In fulfilling the objectives of this policy, Safe Access Solutions is committed to regular consultation with employees and nominated employee WHS representatives. This provides formal involvement in any workplace change that may potentially affect the health and safety of employees, contractors and visitors.

### RESPONSIBLE COMPANY OFFICER

Kirk Devers



Managing Director  
Safe Access Solutions Pty Ltd

## **APPENDIX 6 – Occupational Rehabilitation Policy**

Safe Access Solutions provides, in conjunction with its Occupational Health and Safety Policy, the following policy in relation to Occupational Rehabilitation and Injury Management.

### **COMMITMENT**

In the event of an incident resulting in an injury, Safe Access Solutions will assist the injured employee to achieve the earliest practical return to pre-injury duties, family and community life.

In order to achieve this goal, Safe Access Solutions is fully committed to:

1. The implementation of a pro-active WH&S Management System to prevent the occurrence of injuries and/or illnesses in the workplace.
2. Provide education in safe work practices to reduce the risk of injury and/or illness occurring.
3. Providing appropriately trained personnel to effectively treat injuries and/or establish a referral centre for injury management.
4. Refer to Safe Access Solutions nominated rehabilitation provider to ensure a structured program is developed for the earliest practical return to work for the injured employee.
5. Consultation with the injured employee and treating physician to formulate a Return To Work Plan, in line with the injured employee's current capabilities.
6. Providing on-site support and assistance to facilitate an effective and successful return to pre-injury duties.
7. Regular reviews and monitoring progress of the injured employee in line with the structured rehabilitation and Return to Work Program.
8. Ensuring all actions carried out, are in accordance with the relevant legislation.

### **RESPONSIBLE COMPANY OFFICER**

Kirk Devers



Managing Director  
Safe Access Solutions Pty Ltd

## **APPENDIX 7 – Grievance Handling Policy**

Safe Access Solutions aims to provide an effective and acceptable means for employees to bring problems and complaints concerning their work and their wellbeing at work to the attention of Management. For that reason, a formal grievance handling procedure has been established for the benefit and use of employees.

### **Definition of "Grievance"**

A grievance is any condition of employment that the employee feels is unjust or unfair, or thinks should be brought to the attention of Management at Safe Access Solutions. To ensure prompt attention, grievances should be submitted within five (5) working days of the event prompting the grievance.

### **Procedure**

1. In the first instance, the most appropriate thing to do is to tell the person who is the cause of the grievance how you feel. Sometimes people behave inappropriately without realising it or make decisions without considering the repercussions. If you feel you cannot do this, take the next step.
2. Any grievance must first be given orally or in writing to the employee's immediate Supervisor.

If the grievance is of a discrimination or harassment nature, it may be directed to the Contact Officer(s) as nominated in the Equal Employment Opportunity Policy or Harassment Policy and Procedures Policies, if the employee feels unable to discuss the matter with his/her Supervisor/Manager. The Contact officers report to the Management and will follow the grievance through to a final solution.

3. No employee shall be penalised or disadvantaged as a result of raising a grievance.
4. If the employee's Supervisor/Manager cannot settle the grievance, the Supervisor/Manager will submit a written response to his or her Manager for review. He or she will follow the grievance through to a final solution, taking it to the Management of the company for final arbitration if necessary.
5. If the employee does not feel comfortable submitting the grievance to his or her immediate Supervisor/Manager, the employee must submit the grievance directly to the Managing Director, who will then follow the remainder of the procedures as outlined in Steps 3 and 4.

### **RESPONSIBLE COMPANY OFFICER**

Kirk Devers



Managing Director  
Safe Access Solutions Pty Ltd

## **APPENDIX 8 – Environmental Policy**

*Nothing we do is so important that it cannot be done safely, while maintaining quality and meeting our responsibilities to protect the environment and the community.*

### **COMMITMENT**

Safe Access Solutions will carry out its operations in an environmentally responsible manner. The company will exercise due diligence in maintaining procedures, methods of work and levels of knowledge to ensure that our operations avoid environmental damage.

To meet these environmental objectives Safe Access Solutions will:

Establish appropriate environmental standards that take into account both existing and expected statutory and legislative obligations.

Maintain and update, in line with technology, systems and processes to prevent environmental damage.

Maintain employee awareness of business responsibilities and activities to ensure that Safe Access Solutions Management not only meets its obligations, but proactively introduces and encourages initiatives aimed at minimising our environmental impact.

Implement and maintain a reporting system to advise management of any incident that may be environmentally hazardous. This will facilitate the implementation of corrective action.

Continue to improve our existing waste minimisation program to reduce landfill and costs associated with business activities.

Reduce carbon emissions by implementing effective emission controls and monitoring, sourcing clean energy and being prudent with the frequency of use of energy using devices and to source efficient alternatives to help us to achieve this goal.

Seek to form business partnerships with suppliers who share our vision and can demonstrate their commitment to reducing emissions and waste through the same environmental philosophies.

Overall environmental responsibility rests with Safe Access Solutions Management. However, the company relies on its employees participating with initiatives and programs in this area and to act responsibly in performing their activities, taking into account the environmental obligations of the company and those of our clients and business partners.

### **RESPONSIBLE COMPANY OFFICER**

Kirk Devers



Managing Director  
Safe Access Solutions Pty Ltd

## **APPENDIX 9 – NATIONAL EMPLOYMENT STANDARDS – FAIR WORK**

1. Fair Work Information Statement – National Employment Standards (2 Pages)
2. Introduction to the National Employment Standards (2 Pages)
3. Annual Leave and the National Employment Standards (3 Pages)
4. Personal/Carer's Leave and Compassionate Leave & the National Employment Standards (3 Pages)
5. Notice of Termination and Redundancy Pay & the National Employment Standards (4 Pages)